



STATE HISTORICAL RECORDS ADVISORY BOARD FOR THE STATE OF IDAHO

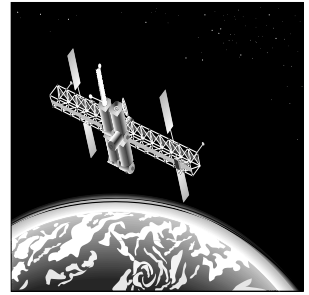
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"The Mission of the Idaho State Historical Records Advisory Board is to be an advocate for the creation, preservation, dissemination and use of information that accurately chronicles the people and institutions of Idaho, both public and private."

January 24, 2003 Special Meeting Minutes of the Idaho Historical Records Advisory Board at the Bardenay Restaurant, 610 Grove Street, Boise, Idaho

Board members present at special 11:30 a.m. meeting: Blake, Bogstie, Ghan, Reed, Roskelley, and Walker. Meeting chaired by Mary Reed. Guests present: Rod House, Deputy State Historical Records Coordinator

After introductions and announcements, SHRAB members reviewed their participation at the Idaho State Historical Society (ISHS) Legislative Reception at the Curtis Earl Exhibit on Thursday evening January 23rd and at the Joint Financial Accountability Committee (JFAC) meeting in the Capital at the ISHS Board of Trustees Meeting on January 24th. Nine members were able to attend some portions of the various events. The SHRAB was able to have direct contact with legislators and ISHS Board of Trustees members. Blaine Bake gave a presentation to the ISHS Board of Trustees at their regularly scheduled quarterly meeting on the History of the Idaho SHRAB, our commitment to working with the ISHS, and some concerns due to budget cuts.

Update on State Dept. of Administration grant proposal - Duane Bogstie

Duane brought members up to date with the details of a Request for Information the Dept. of Administration is seeking in preparation of its grant proposal on records management application software to the NHPRC latter this year. Duane clarified the objectives of the grant along with the desired outcomes and deliverables. A draft of the grant proposal is hoped to be ready by April 2003.

Report on the State Board, Commissions, and Council Records - Rod House

Archivist Rod House addressed the SHRAB upon difficulties of receiving complete records of many different state agencies. Many are unaware that permanent records should be transferred to the State Archives. Several pay commercial storage facilities large amounts of money to manage their records as they fear to transfer the records to another state agency even if it is done for free.

Report on NHPRC grants -Steve Walker

Due to the extended absence of Steve Walker resulting from a shoulder operation in December, a three month extension of our original grant was sought and granted from the NHPRC. The 2003 grant proposal was conditionally awarded at less than half of the budget asked in the proposal. The grant proposal, work schedule, and desired outcomes have to be rewritten in light of the reduced budget. Steve proposed to the board that an e-learning program produced by Commonwealth Media Corporation on Disaster Recovery and Business Resumption be offered

in place of outside speakers and internal web development. Blaine Bake proposed that the State Coordinator seek more information from Commonwealth Media and submit a revised budget and work plan to the NHPRC for the 2003 grant. Larry Ghan seconded the motion and it passed by those present.

New Business

Larry Ghan suggested that the SHRAB should initiate an annual award program which would recognize people for their efforts in preserving historical records. Several options were discussed such as doing this in collaboration with the ISHS "Esto Perpetua" program or to have a separate award ceremony in the city or county the person works. It was decided to develop this idea for a motion at the next SHRAB meeting.

The question arose of whether to move the date of the next meeting to mid-May instead of April in Moscow due to member conflicts. It was suggested that Steve Walker poll the members and pick a date in May.

The meeting adjourned at 1:15 pm.

Respectfully submitted by

Steve Walker

State Historical Records Coordinator